Cowgill, Myron G.

RO. OFF
Box 1462

Cowgill, Myron G.

Post Office Department

OFFICE OF THE CHIEF CLERK

Cowgill, Myron G.

Post Office Department

OFFICE OF THE CHIEF CLERK

REQUEST FOR TRANSFER

OF

M .....

Dated ....., 190....

Received ....., 190....

FIRST INDORSEMENT.

.....Department,

....., 190....

Respectfully referred to.....

.....for recommendation and return.

By direction of.....

(Signature.).....

(Official title.).....

SECOND INDORSEMENT.

.....Department,

.....Bureau or Office,

....., 190....

Respectfully returned .....approved.

(Signature.).....

(Official title.).....

(See next fold.)

THIRD INDORSEMENT.

.....Department,

.....Bureau or Office,

....., 190....

Respectfully returned to the .....

.....

.....approved.

(Signature.).....

(Official title.).....

FOURTH INDORSEMENT.

.....Department,

.....Bureau or Office,

....., 190....

Respectfully referred to the U. S. Civil Service Commission with the request that the necessary certificates be issued for the within-mentioned transfer. (Department will please state whether requisition has been made for filling this vacancy from a register of eligibles).....

[Answer yes or no.]

(See notes on preceding page.)

.....

.....

.....

.....

25849b2m11-06

FOURTH INDORSEMENT—Continued.

.....

.....

(Signature.) .....

(Official title.) .....

Certificate No...... No. 383.

Issued ....., *190*....

REQUEST FOR TRANSFER.

POST OFFICE DEPARTMENT.
[Department, Commission, or Office.]

Washington, D. C., April 8, 1910., 190...

The Honorable,

The Secretary of the Treasury.

Sir:

I have the honor to request your approval of the transfer of Myron G. Cowgill, a legal resident of Pennsylvania, from the position of watchman at a salary of $720 per annum, in the Bureau of Engraving and Printing [Bureau or office.] in your Department, to the position of elevator conductor at a salary of $720 per annum, in the Post Office Department. [Bureau or office.] ~~of this Department~~. The lowest class in that grade and Bureau or office is $720 per annum. (See note 2.)

Signature: .....

Official title: Postmaster General.

Any facts rendering this transfer necessary or desirable should be stated for the information of the Commission. Attention is invited to the following points:

1. A transfer from a nonapportioned to an apportioned position of a person who is a legal resident of a State having an excess of apportioned appointments may be made only upon the certificate of the appointing officer that the transfer is required in the interest of good administration, setting forth in detail the reasons therefor. It should appear that the appointment is necessary because of some special requirement of the place or qualification of the person for the place which can not otherwise be reasonably met. The facts should be set forth hereon, and, under the rule, the certificate is subject to the approval of the Commission.
2. The rules provide that no transfer shall be made to a competitive position above the lowest class in any grade, unless the appointing officer shall certify that the position can not be adequately filled by promotion. A succinct statement of the reasons why it can not be so filled should be given.
3. When public announcement has been made of an examination to secure eligibles for a position after a request for a certification of eligibles has been made the position can not be filled by transfer without the consent of the Commission.
4. In case of transfer from one clerical position to another, state fully the qualifications of the person rendering the transfer desirable.

If more space is needed than is afforded in the Fourth Indorsement, attach an additional sheet. Attention to these details will save correspondence and consequent delay.

Form 1779. (First sheet.)
June, 1909.

No. 11199

RECEIVED MAY 9 1910 POST OFFICE DEPT. OFFICE OF THE CHIEF CLERK

CERTIFICATE AUTHORIZING TRANSFER.

6

United States Civil Service Commission,

Washington, D. C., May 6, 1910.

To the

Postmaster General.

In response to your request dated April 25, 1910 for a certificate authorizing the TRANSFER of Myron G. Cowgill of Pennsylvania FROM the position of Watchman at $ 720 per annum in the classified service of the Bureau of Engraving and Printing, Treasury Department,

TO the position of Elevator Conductor at $ 720 per annum in the classified service of the Post Office Department,

to be employed at

certification is hereby made that he may be so TRANSFERRED

Very respectfully,

John T. Doyle

Secretary.

6091b1700-7-09

I-2

Post Office Department

WASHINGTON

May 7, 1910.

ORDER NO._____

Transfer from the Treasury Department. CTF. #11199

Ordered: Myron G. Cowgill, of Pennsylvania, is hereby appointed to the position of elevator conductor at $720 per annum, in the office of the Postmaster General, vice Richard F. Jones, transferred and reappointed; to take effect when he executes oath and enters on duty.

(Signed) F. H. Hitchcock.

Postmaster General.

Expert Accountant
MAY 11 1910
AUDITOR P. O. D.

Post Office Department.

Transfer

OATH OF OFFICE.

POST OFFICE DEPARTMENT
MAY 10 1910
RECEIVED.
OFFICE OF DISBURSING CLERK.

United States of America, } ss:

.....

I, Myron G. Cowgill, having been appointed * to the position of elevator conductor at $720 per annum, in the office of the Postmaster General,

do solemnly swear (.....) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God. I do further solemnly swear (.....) that I will faithfully perform all the duties required of me, and abstain from everything forbidden by the laws in relation to the establishment of post offices and post roads within the United States; and that I will honestly and truly account for and pay over any money belonging to the said United States which may come into my possession or control; and I also further swear (.....) that I will support the Constitution of the United States. So help me God.

x Myron G. Cowgill

Entered upon duty 5/9

Sworn to and subscribed before me, the subscriber, a Chief Clerk for the Post Office Department, this ninth day of May A. D. 1910; and I also certify that, to the best of my knowledge and belief, the person above named is above the age of sixteen years.

C. G. Reed

5—2738

☞ N. B.—The person who takes this oath should sign his name above the magistrate's certificate.

* Insert Clerk, or other employé (as the case may be).

NOTE.—This oath must be taken before a Justice of the Peace, Mayor, Judge, Notary Public, Clerk of a Court of Record competent to administer an oath, or any officer, civil or military, holding a commission under the United States; and if the oath is taken before an officer having an official seal, such seal should be affixed to his certificate.

May 12, 1910.

The Chief Clerk,
Treasury Department,
Washington, D. C.

Dear Sir:

Will you please furnish a statement of the leave charged against Mr. M. G. Cowgill in the Bureau of Engraving and Printing from January 1 to May 9, 1910, the date of his transfer to the Post Office Department.

Very truly yours,

Chief Clerk.

G

Post Office Department

OFFICE OF THE POSTMASTER GENERAL

Washington

To the Heads of Bureaus of the Post Office Department:

For the purpose of enabling this Department to maintain at all times a complete record of its officers and employees, you are requested to have every person hereafter appointed and employed in your Bureau answer each of the questions in Part I of this form and sign the same. The official in immediate charge should review the information given by the appointee, and if correct should forward the form to the head of the Bureau without delay. The information called for by the questions in Part II should then be supplied and the form forwarded to the Chief Clerk of the Department.

F. H. Hitchcock

Postmaster General.

PART I.

(Part I should be executed by the appointee; but, if he is unable to write legibly, another person may write the answers at his dictation. In either case the statement should be signed by the appointee. If he is unable to write, he may sign by mark in the presence of one witness. If he is unable to answer any question, he should indicate that fact.)

1. What is your full name? (Do not use initials, but spell out each name. State whether single, married, widow, etc.)

Myron Garfield Cowgill (Single)

2. How do you write your name on the pay roll? (This should agree with signature to your oath of office.)

Myron G. Cowgill

3. What is your present legal (voting) residence? (Give city or town, State or Territory, county, and Congressional district.)

Carnegie	Penn	Allegheny	6
City or town.	State or Territory.	County.	Congressional district.

4. What is your race? (Answer "white," "colored," or "Mongolian.") White

5. Where were you born? Cold Stream, W. Va.

6. When were you born? July (Month.) 2 (Day.) 1881 (Year.)

7. Are you pensioned by the U. S. Government? (Answer "Yes" or "No.") No

5—2129

8. Are there any members of your family, besides yourself, in the civil service of the United States? (If so, give below their names, relationships, the Departments and Bureaus or Services in which they are employed, and the positions they occupy.)

Name.	Relationship.	Department.	Bureau or Service.	Position.
Herman Bowgill	Brother	Gov. Printing Office		Machine Operator

9. If you were appointed through a civil service examination, state, as near as you recollect, the name and date of the examination. If not so appointed, state how you entered the service. (Examples: "By reinstatement," or "by transfer from ——," stating Department, Bureau or Service, position, and salary, if known.)

Transfer from Treasury Dept. Elevator Conductor. $720.00 per Annum

10. Have you ever held any other position in the civil service of the United States? (If so, give below the Department and Bureau or Service in which you served, the position held, the salary you received, and the dates of your appointment and separation from the service.)

Served as watchman in Bureau Engraving
from Nov. 6, 1909 to April 14, 1910.
$720.00 per Annum

11. Were you in the military or naval service of the United States during the Civil or Spanish-American wars? (If so, give the information called for by the blanks below.)

Regiment and company, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
	Was not.		

12. If you served in the military or naval service of the United States at any time other than during the Civil or Spanish-American wars, indicate such service in the spaces below.

Regiment and company, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.

13. What was your occupation prior to entering the United States civil service? (It is intended that the answer to this question shall state briefly the lines of work followed by you before receiving your present appointment, with the exception of your service for the Government, indicated in your answers to questions 10, 11, and 12.)

Order clerk for Wholesale Grocery Co.

14. What education have you received? (Indicate the grades of schools you have attended, and, in case you have attended schools of higher grade than high schools, give the institution, degrees received, and date in each case. Example: Public school; high school; business college; Cornell University, A. B., 1900; Columbia University, LL. B., 1903.)

Public School

15. What special qualifications have you—professional, technical, mechanical, etc.? (Examples: Qualified as "Lawyer," or "Civil Engineer," or "Draftsman," or "Carpenter.")

16. What, if any, civil service examinations have you passed? (Give names and dates as near as you recollect.)

Elevator Conductor October 1907

Minor Clerk (Promotion) March 30, 1910

17. Were the answers to the foregoing questions written by you? (If not, state the name and address of the person who wrote them for you.)

Yes

18. State the date upon which the above blanks were filled. May 12, 1910

Witness:

(Signature) Myron G. Cowgill

In case signature is by mark.

P. O. Address: Mt Rainier, Md.
City or town and State.

Number and street.

Reviewed, approved, and forwarded May 13, 1910., 191

(Signature) G E Shaw

(Official title) Assistant Superintendent.

PART II.

(Part II should be executed by the executive officers of the various Bureaus of the Department, or, at their direction, by some official who can give the information desired.)

1. State the Bureau and Division in which the person who answered the foregoing questions is employed.

Postmaster General - Division of Chief Clerk and Superintendent.
Bureau and Division.

2. State the date the appointee entered on duty. May 9, 1910.

3. In what manner did the appointee enter the service? (Examples: "From stenography and typewriting examination;" or "without examination;" or "by reinstatement;" or "by transfer from ——," stating Department, Bureau or Service, position, and salary, if known.)

Transfer from Bureau of Engraving and Printing.

4. Is the appointee required to give bond? No.

(Signature) A. E. Reed

(Official title) Chief Clerk.

Date: May 13, 1910., 191

Form 30

5—2129

May 13, 1910.

The United States
Civil Service Commission,
Washington, D. C.

Gentlemen:

It is understood that Mr. M. G. Cowgill who was recently transferred from the Treasury Department to the position of elevator conductor in the Post Office Department entered the minor clerk-promotion examination March 30, 1910, and attained a rating of 87.20. I have the honor to request that Mr. Cowgill's name be transferred from the clerk-promotion register for the Treasury Department to that for the Post Office Department, office of the Postmaster General.

By direction of the Postmaster General.

Respectfully,

(Signed) T. L. Weed.

Chief Clerk.

P-G

DIVISION OF APPOINTMENTS

OFFICE OF THE CHIEF CLERK
RECEIVED
MAY 16 1910
POST OFFICE DEPT.

TREASURY DEPARTMENT

OFFICE OF THE SECRETARY

WASHINGTON May 14, 1910.

The Chief Clerk,

Post Office Department.

Sir:

Referring to your letter of the 12th instant relative to leave of absence granted Mr. M. G. Cowgill while serving under this Department, I have to inform you, by direction of the Secretary, that Mr. Cowgill was granted six days annual and seven days sick leave during the calendar year 1910.

Respectfully,

Chapman

Chief, Division of Appointments.

13

IOT-CAZ

United States
Civil Service Commission,
Washington, D. C.

6

May 17, 1910.

The Honorable,

The Postmaster General.

Sir:

Replying to your communication of May 13, requesting that the eligibility of Myron G. Cowgill, who has been recently transferred from the Treasury Department to the position of elevator conductor in the Post Office Department, be transferred from the minor clerk-promotion register for the Treasury Department to that for the Post Office Department, Office of the Postmaster General, the Commission has the honor to advise you that Mr. Cowgill's eligibility has been so transferred.

By direction of the Commission:

Very respectfully,

Wm. L. Washburn

Acting President.

DIVISION OF APPOINTMENTS

OFFICE OF THE CHIEF CLERK RECEIVED JUN 4- 1910 POST OFFICE DEPT.

TREASURY DEPARTMENT

OFFICE OF THE SECRETARY

WASHINGTON June 3, 1910.

The Chief Clerk,

Post Office Department.

Sir:

Referring to your letter of the 12th ultimo relative to leave of absence granted Mr. M. G. Cowgill while serving under this Department and to Department letter of the 14th ultimo giving information concerning same, I have to request that in view of a statement from the Director of the Bureau of Engraving and Printing as to an error in reporting his time that Mr. Cowgill be charged with having been allowed four days annual and seven days sick leave prior to date of transfer.

Respectfully,

Chief, Division of Appointments.

OFFICE OF THE CHIEF CLERK
RECEIVED
SEP 27 1910
POST OFFICE DEP'T.

Washington, D.C.
Sept. 26, 1910.

Mr. T. L. Reed,
Chief Clerk, P. O. Dept.
City.

Dear Sir:-

Having passed the Minor Clerk promotion examination successfully and failing to see you personally in regard to promotion, I take this opportunity of writing you.

I am very desirous of getting something better, of course, being eligible, but not that I am complaining of my present position, at all, as I am very well pleased and getting along nicely.

I certainly appreciate what you have done for me in the past and anything you can do in the future will be highly appreciated.

Again thanking you for past favors and trusting in the event of a vacancy you will consider me, I am,

Yours respectfully,
Myron G. Cowgill.

1213 - D St., N.E.

Post Office Department

EFFICIENCY REPORT

(Read the instructions on the reverse side of this Form before attempting to fill it out.)

1. Name Myron G. Cowgill

2. Bureau Postmaster General Division Chief Clerk

3. Position Elevator Conductor Compensation $720 p. a.

4. When appointed { In Post Office Department May 9, 1910
   In bureau where now serving May 9, 1910

5. Other Government service Treasury Department

6. Age 28 years

7. Is the employee an honorably discharged soldier or sailor? No.

8. Does the employee draw a pension? No.

9. Duties (describe fully) Operates elevator.

10. Give rating of employee under classification approved by the Committee on Department Methods:
   (*a*) Grade Subclerical (*b*) Salary $720 p. a.

11. Special qualifications None

12. Efficiency { Quantity of work (*a*) 8/10
   Quality of work (*b*) Good
   Interest manifested in work (*c*) Good

13. Is the employee fully earning the salary he is now receiving? Yes

14. (*a*) Are this employee's services of less value than those of any other employee of the same bureau or division who receives less salary? No. (*b*) If so, whom?

15. Remarks:

T. L. Reed
(Head of Bureau or Office.)

....., 191

Form 31

INSTRUCTIONS.

Question 1. First name in full and middle initial or initials, if any.

Question 2. Needs no explanation.

Question 3. Give title of position in full. State whether p. a., p. m., or p. d., as the compensation is on a yearly, monthly, or daily basis.

Question 4. Needs no explanation.

Question 5. Indicate briefly, giving dates as nearly as possible, of all other Government service prior to entrance in the branch of service in which now employed.

Question 6. Age at last birthday.

Question 7. May be answered by yes or no.

Question 8. Answer by yes or no. State amount of pension.

Question 9. Simple descriptive words will not suffice. What is wanted is a concise statement of the actual duties performed. Care must also be taken to indicate the importance and difficulty of the work. Mere routine work must be differentiated from that which is difficult, original, or which requires previous experience.

Question 10. Confine answers to terms in printed schedule, issued by Committee on Department Methods, January 4, 1907.

Question 11. Needs no explanation, but answers are desired in specific terms.

Question 12. *a* { Quantity of work must be stated in tenths, on the basis that 10 tenths equals the amount of the particular class of work which can be performed by a thoroughly efficient employee.

b. and *c.* { Express quality of work and interest manifested in it in the following terms: "Excellent," "Good," "Fair," "Poor."

Question 13. If the employee is not fully earning the salary he is now receiving, an explanation must be made, and the amount, which in the opinion of the bureau officer, he is fully earning, must be stated.

Question 14. If answer to (*a*) is in the affirmative, answer (*b*) by giving the name of only one employee.

Question 15. Under this head should be made any statement deemed advisable concerning the employee, especially in regard to efficiency, and whether or not employee manifests a disposition to familiarize himself with the work in the sense of adding to the efficiency of the office as a whole.

F

UNITED STATES
CIVIL SERVICE COMMISSION,
WASHINGTON, D. C.

April 28, 1911.

The Honorable

The Postmaster General.

Sir:

The Commission has the honor to transmit herewith the result of the examination held March 27, 1911, for promotion to the grade of clerk.

Average.	Name.	Bureau or Office.
	Eligibles.	
85.70	August Schneider	Postmaster General
	Ineligibles.	
69.05	Myron G. Cowgil	Chief Clerk and Assistant Supt.
66.00	Wm. B. Mansfield	Superintendent
60.00	John W. V. McGraw	Third Assistant Postmaster General
55.00	John J. Luckett	First Assistant Postmaster General
49.00	Harold R. Love	Rural Mails
44.00	Richard F. Jones	Rural Mails

By direction of the Commission:

Very respectfully,

(Signed) John C. Black.

President.

POST OFFICE DEPARTMENT
FOURTH ASSISTANT POSTMASTER GENERAL
WASHINGTON

March 26, 1912.

Hon. G. G. Thomson,

Chief Clerk, Post Office Department.

Sir:

I have to recommend the transfer and promotion of Myron G. Cowgill, elevator conductor at $720 per annum, Office of the Postmaster General, to the position of clerk at $900 per annum in this Bureau, vice Stauter, promoted.

A young active man is urgently needed for work on the files in the Division of Rural Mails and Mr. Cowgill is eligible for the promotion and appears to be well fitted for such a position.

Respectfully,

Fourth Assistant Postmaster General.

Post Office Department

WASHINGTON

April 24, 1912.

ORDER NO._____

Resignations.

The resignations of the following-named employees are hereby accepted; to take effect as shown below:

Florence J. Kirtland, clerk class 2 ($1200), in the office of the First Assistant Postmaster General; effective April 30, 1912;

Philip Lindquist, clerk class 2 ($1000), in the office of the Second Assistant Postmaster General; effective May 10, 1912.

Promotions.

The following-named clerks are hereby promoted as shown below; to take effect May 1, 1912:

Office of the First Assistant Postmaster General.

Charles P. Stearns, from class 2 ($1000) to class 3 ($1200), vice Florence J. Kirtland, resigned;

Anna M. Smith, from class 2 ($900) to class 2 $1000), vice Charles P. Stearns, promoted.

Office of the Third Assistant Postmaster General.

Albert D. Collins, from class 3 ($1200) to class 2 ($1400), vice John H. Mallory, resigned;

Carrie M. Van Antwerp, from class 2 ($1000) to class 3 ($1200), vice Albert D. Collins, promoted;

Albert R. Klaas, from class 2 ($900) to class 2 ($1000), vice Carrie M. Van Antwerp, promoted.

Transfer and promotion.

Byron S. Gamill is hereby transferred from the office of the Postmaster General to that of the Fourth Assistant Postmaster General and promoted from elevator conductor at $720 per annum to clerk class 2 ($900), vice Frank J. Weber, promoted; to take effect May 1, 1912.

(Signed) F. H. Hitchcock.

Postmaster General.

Form No. 377.
Oct., 1910.

REQUEST FOR CERTIFICATION—Original Appointment.

POST OFFICE Department,

Number 549

Washington, D. C., April 25, *1912.*

U. S. CIVIL SERVICE COMMISSION:

Please certify to this Department the names of the persons who are eligible for appointment to the following positions:

Number to be employed.	Sex.	Bureau or Office.	Position.	Salary.
1	Male	Postmaster General	Clerk	$900

Qualifications desired:

Certify from clerk promotion register.

Signature: (Signed) C. G. TROUSDALE

Official title: Chief Clerk.

6—2556

DEPARTMENTAL. (CONFIDENTIAL.) Certificate No. 1908

United States Civil Service Commission,

N Washington, D. C., April 29, 1912.

Sir:

In response to your Request No. 549 of April 25, 1912 for males eligible for appointment to a vacancy existing in class $900 per annum, Clerk (~~minor~~), Office of the Postmaster-General, Post-office Department, certification is hereby made under the Civil Service Rules of the following-named eligibles: 86-878

NAME.	STATE.	EXAMINATION.	GRADE.	No. of times previously certified.	POST-OFFICE ADDRESS.
Myron G. Cowgill	Pa.	Minor Clerk	87.20	1	Office of the Postmaster General, P.O.D.
Thomas F. Murphy	Ind.	"	87.18	-	Office of the Postmaster General, P.O.D.
Only eligibles. Not to be promoted above $900.					

together with those not appointed whose names appear on Certificate No. , except , who has been already three times certified to you, and is, therefore, not to be considered in making selection from this certificate.

You are authorized to select and appoint one or more of the eligibles thus certified.

By direction of the Commission:

John T. Doyle

Secretary.

To the

Postmaster-General.

The Commission requests that the examination papers sent with this certificate be promptly returned with the report of selection, in order that the eligibles not selected may not lose opportunity for appointment to other vacancies.

26141b600-11-06

The examination papers accompanying this certificate should be treated confidentially. No copies of questions or answers should be made and they should not be inspected except for the purpose of making a selection.

Post Office Department

OATH OF OFFICE

Transfer & Promotion.

United States of America, } ss:

I, Myron G. Cowgill, having been ~~appointed~~* transferred to the office of the Fourth Assistant Postmaster General and promoted to the position of clerk class D ($900), to take effect May 1, 1912, do solemnly swear (.....) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God. I do further solemnly swear (.....) that I will faithfully perform all the duties required of me, and abstain from everything forbidden by the laws in relation to the establishment of post offices and post roads within the United States; and that I will honestly and truly account for and pay over any money belonging to the said United States which may come into my possession or control. So help me God.

Myron G. Cowgill

Sworn to and subscribed before me, the subscriber, CHIEF CLERK, FOURTH ASSISTANT POSTMASTER GENERAL, for the ....., this 30 day of April A. D. 1912; and I also certify that to the best of my knowledge and belief, the person above named is above the age of sixteen years.

W. J. Sandgren

N. B.—The person who takes this oath should sign his name above the magistrate's certificate.

* Insert Clerk, or other employee (as the case may be).

NOTE.—This oath must be taken before a Justice of the Peace, Mayor, Judge, Notary Public, Clerk of a Court of Record competent to administer an oath, or any officer, civil or military, holding a commission under the United States; and if the oath is taken before an officer having an official seal, such seal should be affixed to his certificate.

38

COPY.

UNITED STATES

CIVIL SERVICE COMMISSION

WASHINGTON,D.C.

May 14, 1912.

The Honorable

The Postmaster General.

Sir:

The Commission has the honor to advise that the result of the clerk promotion examination held March 28, 1912, is as follows:

Average	Name	Bureau or Office.
	Ineligible.	
65.65	Wm. B. Mansfield	Chief Clerk & Supt.
56.00	Myron G. Cowgill	Chief Clerk & Supt.
40.00	Michael L. Eidsness,Jr.	Third Assistant P.M.G.
0.00	John D. Little	Fourth Asst. P. M. G.

No eligibles were obtained as a result of this examination.

By direction of the Commission:

Very respectfully,

JOHN C. BLACK,

President.

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

December 9, 1914.

The Honorable

The Postmaster General.

Sir:

The Commission has the honor to advise that the result of the clerk promotion examination for employees in the Post Office Department held October 1, 1914, is as follows:

Average	Name	Bureau or Office
	Eligible	
84.50	Eugene W. Harrison	4th Asst. P.M.G.
	Ineligible	
73.40	Wm. P. Davis	Chief Inspector
70.60	John D. Little	4th Asst. P.M.G.
66.95	Ralph E. Campbell	3rd Asst. P.M.G.
66.00	Louis Altmann	Disbursing Clerk
64.00	Allen Long	3rd Asst. P.M.G.
60.00	Ann M. Marye	Div. Money Orders.
58.00	John Hoffman	" " "
58.00	Chas. S. Beard	4th Asst. P.M.G.
55.00	Chas. R. Porter	3rd Asst. P.M.G.
54.00	Myron G. Cowgill	4th Asst. P.M.G.
50.00	Robert W. Edmunds	" " "
46.00	Earle C. Walker	Postal Savings System
44.00	Thos. F. Murphy	Postmaster General
44.00	James McKay	4th Asst. P.M.G.
42.00	Edward Hanna	Postmaster General.

A minimum average of 75 in the educational subjects combined is required for eligibility.

By direction of the Commission:

Very respectfully,

(Signed) J. A. McIlhenny

President.

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

May 10, 1915.

The Honorable

The Postmaster General.

Sir:

The Commission has the honor to advise that the result of the clerk promotion examination for employees in the Post Office Department held March 22, 1915, is as follows:

Average	Name	Bureau or Office
	Eligible	
86.10	John D. Little	4th Asst. P. M. G.
	Ineligible	
73.50	Agnes T. Hart	P. M. G.
72.25	Chas. S. Beard	4th Asst. P. M. G.
70.90	Wm. P. Davis	P. M. G.
69.30	Ann M. Marye	3rd Asst. P. M. G.
67.70	Richard E. Jones	3rd Asst. P. M. G.
67.05	John F. McCormack	1st Asst. P. M. G.
64.00	Thos. F. Murphy	P. M. G.
63.00	Louis Altmann	Disbursing Clerk
62.00	John Hoffman	3rd Asst. P. M. G.
61.00	Myron G. Cowgill	4th Asst. P. M. G.
60.00	Leslie A. Lyles	1st Asst. P. M. G.
60.00	Allen Long	3rd Asst. P. M. G.
60.00	James McKay	4th Asst. P. M. G.
60.00	Edward Hanna	P. M. G.
60.00	Ralph E. Campbell	3rd Asst. P. M. G.

A minimum average of 75 in the educational subjects combined is required for eligibility.

By direction of the Commission:

Very respectfully,

(Signed) J. A. McIlhenny

President.

C O P Y

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

December 2, 1915.

The Honorable

The Postmaster General.

Sir:

The Commission has the honor to advise that the result of the clerk promotion examination in the optional subject of typewriting for employees in the Post Office Department, held November 2, 1915, is as follows:

Average	Name	Bureau or Office
	Eligible	
88.20	Helen E. Fenton	Purchasing Agent
	Ineligible	
68.60	Wm. A. Walsh	Postmaster General
48.40	Leslie A. Lyles	1st Asst. P. M. G.
	Myron G. Cowgill	4th Asst. P. M. G.

A minimum average of 75 in the educational subjects combined is required for eligibility.

The rating of Mr. Cowgill was not completed because the ratings on the subjects of time and copying and spacing were so low that, even with a rating of 100 on the subjects of copying from rough draft and copying from plain copy, an eligible average percentage could not have been obtained.

By direction of the Commission:

Very respectfully,

(Signed) J. A. McIlhenny

President.

C O P Y

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

May 16, 1916.

The Honorable

The Postmaster General.

Sir:

The Commission has the honor to advise that the result of the clerk promotion examination for employees in the Post Office Department, held April 15, 1916, is as follows:

Average	Name	Bureau or Office
	Eligible	
85.46	Richard E. Jones	3rd Asst. P.M.G.
85.12	Ralph E. Campbell	" " "
84.80	Ann M. Marye	" " "
	Ineligible	
75.75	Wm. P. Davis	Chief Insp.
75.75	Myron G. Cowgill	4th Asst. P.M.G.
70.70	Chas. S. Beard	" " "
69.15	Allen Long	3rd Asst. P.M.G.
64.00	John F. McCormack	1st Asst. P.M.G.
63.00	Ernest E. Bales	3rd Asst. P.M.G.
61.00	John Hoffman	Money Order
59.00	Geo. A. Rowe	4th Asst. P.M.G.
59.00	Claude D. Phillips	3rd Asst. P.M.G.

A minimum average of 75 in the educational subjects combined is required for eligibility.

By direction of the Commission:

Very respectfully,

(Signed) J. A. Hollhamm

President.

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

November 6, 1916.

The Honorable

The Postmaster General.

Sir:

The Commission has the honor to advise that the result of the clerk promotion examination for employees in the Post Office Department, held October 16, 1916, is as follows:

Average	Name	Bureau or Office
	Eligible	
86.25	Allen Long	3rd Asst.P.M.G.
	Ineligible	
74.25	Wm. P. Davis	Chief Inspector
67.00	Chas. S. Beard	4th Asst.P.M.G.
64.00	John F. McCormack	1st Asst.P.M.G.
63.00	Ernest N. Bales	3rd Asst.P.M.G.
62.00	John Hoffman	3rd Asst.P.M.G.
59.00	Claude D. Phillips	3rd Asst.P.M.G.
58.00	Myron G. Cowgill	4th Asst. P. M. G.
53.00	Rucilious A. Tucker	3rd Asst.P.M.G.
48.00	Geo. A. Rowe	4th Asst.P.M.G.
46.00	Edward Hanna	Postmaster General
45.00	Oliver W. Wright	3rd Asst.P.M.G.
27.00	Paul B. Delaune	Postal Savings System

A minimum average of 75 in the educational subjects combined is required for eligibility.

By direction of the Commission:

Very respectfully,

(Signed) J. A. McIlhenny

President.

C O P Y

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

April 21, 1917.

The Honorable,

The Postmaster General.

Sir:

The Commission has the honor to advise that the result of the clerk promotion examination for employees in the Post Office Department held March 19, 1917, is as follows:

Average	Name	Bureau or Office
	Eligible	
77.00	Thomas A. Allen	Post Office Service
76.85	(Miss) Lillian V. Smith	First Asst. P.M.G.
	Ineligible	
74.10	William P. Davis	Chief Inspector
72.90	Oliver W. Wright	Third Asst. P.M.G.
71.25	Chas. S. Beard	Fourth Asst. P.M.G.
60.00	Ernest H. Bales	Third Asst. P.M.G.
60.00	Myron G. Cowgill	Fourth Asst. P.M.G.
50.00	Paul B. Delaune	Postal Savings
50.00	John Hoffman	Money Office

A minimum average of 75 in the educational subjects combined is required for eligibility.

By direction of the Commission:

Very respectfully,

(Signed) Chas. M. Galloway

Acting President.

June 25, 1917.

The United States

Civil Service Commission.

Gentlemen:

It is understood that Mr. Myron G. Cowgill, an employee of this Department, has filed an application for the Clerk examination.

Under the terms of the Executive Order of April 2, 1917, the assent of this Department is hereby given for Mr. Cowgill's examination and certification, provided he attains an eligible rating, as it is believed, after due consideration, that he can render better service for the Government in the place for which the examination is to be held than in his present position in this Department.

Respectfully,

Postmaster General.

R

June 25, 1917.

The United States

Civil Service Commission.

Gentlemen:

It is understood that Mr. Myron G. Cowgill, an employee of this Department, has filed an application for the Clerk examination.

Under the terms of the Executive Order of April 2, 1917, the assent of this Department is hereby given for Mr. Cowgill's examination and certification, provided he attains an eligible rating, as it is believed, after due consideration, that he can render better service for the Government in the place for which the examination is to be held than in his present position in this Department.

Respectfully,

(Signed) J. C. KOONS

Acting Postmaster General.

R

GEO. E. CHAMBERLAIN, ORE., CHAIRMAN.
GILBERT M. HITCHCOCK, NEBR. FRANCIS E. WARREN, WYO.
DUNCAN U. FLETCHER, FLA. JAMES H. BRADY, IDAHO.
HENRY L. MYERS, MONT. JOHN W. WEEKS, MASS.
CHARLES S. THOMAS, COLO. JAMES W. WADSWORTH, JR., N. Y.
MORRIS SHEPPARD, TEX. HOWARD SUTHERLAND, W. VA.
J. C. W. BECKHAM, KY. HARRY S. NEW, IND.
WILLIAM F. KIRBY, ARK. JOSEPH S. FRELINGHUYSEN, N. J.
JAMES A. REED, MO.
KENNETH D. MCKELLAR, TENN.
CARALYN E. SHELTON, CLERK.
H. GRANT, ASSISTANT CLERK.

United States Senate

COMMITTEE ON MILITARY AFFAIRS

WASHINGTON, D. C.

Oct. 24, 1917.

Hon. Ruskin McArdle,
Chief Clerk,
Post Office Department,
Washington, D. C.

My dear Mr. McArdle:

I beg to call your attention to the case of Mr. Myron G. Cowgill, who is a clerk in the Division of Rural Mails at $900.00. He is a very intelligent young man whose record for efficiency, I believe, is considered very good. He has served for over three years at the rate of $900.00, and if it can consistently be done I should be very glad, indeed, to have him promoted to the next higher grade, if a vacancy exists in that grade.

Your favorable consideration of this matter will be greatly appreciated by me.

Very truly yours,

Howard Sutherland

2

Cowgill, Myron G.

October 29, 1917.

Hon. Howard Sutherland,
United States Senate,
Washington, D. C.

My dear Senator Sutherland:

I have received your letter of October 24, in which you recommend the promotion of Mr. Myron G. Cowgill, a clerk in this Department.

Mr. Cowgill is now serving as minor clerk at $900 per annum, and under civil service rules and regulations can not be promoted until he passes the clerk promotion examination. This examination is held by the Commission twice each year, and if Mr. Cowgill should enter the examination and attain an eligible rating careful consideration will be given to his promotion.

Very sincerely,

R. M'a.

Chief Clerk.

P-r

COPY

UNITED STATES CIVIL SERVICE COMMISSION

Washington, D. C.

November 9, 1917.

The Honorable

The Postmaster General.

Sir:

The Commission has the honor to advise that the result of the clerk promotion examination for employees in the Post Office Department, held October 11, 1917, is as follows:

Average	Name	Bureau or Office
	Ineligible	
73.85	Chas. S. Beard	4th Asst. P.M.G.
73.10	Agnes T. McBride	Chief Clerk
72.70	Claude D. Phillips	3rd Asst. P.M.G.
71.05	John Hoffman	Postmaster General
70.95	Oliver W. Wright	3rd Asst. P.M.G.
69.40	Ernest N. Bales	3rd Asst. P.M.G.
67.30	Myron G. Cowgill	4th Asst. P.M.G.
43.65	Geo. A. Rowe	4th Asst. P.M.G.

A minimum average of 75 in the educational subjects combined is required for eligibility.

By direction of the Commission:

Very respectfully,

JOHN A. McILHENNY

President.

D

L.A.

Post Office Department

OATH OF OFFICE

Promotion

UNITED STATES OF AMERICA, }
---------- } ss:

I, Myron G. Cowgill, having been appointed * promoted to clerk class E ($1000) in the Office of the Postmaster General, effective June 1, 1918, --

do solemnly swear (----------) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God. I do further solemnly swear (----------) that I will faithfully perform all the duties required of me, and abstain from everything forbidden by the laws in relation to the establishment of post offices and post roads within the United States; and that I will honestly and truly account for and pay over any money belonging to the said United States which may come into my possession or control. So help me God.

Myron G. Cowgill

Sworn to and subscribed before me, the subscriber, CHIEF CLERK, FOURTH ASSISTANT POSTMASTER-GENERAL for the ----------, this 6th day of June A. D. 1918; and I also certify that to the best of my knowledge and belief, the person above named is above the age of sixteen years.

L. M. Pow

N. B.—The person who takes this oath should sign his name above the magistrate's certificate.

* Insert Clerk, or other employee (as the case may be).

NOTE.—This oath must be taken before a Justice of the Peace, Mayor, Judge, Notary Public, Clerk of a Court of Record competent to administer an oath, or any officer, civil or military, holding a commission under the United States; and if the oath is taken before an officer having an official seal, such seal should be affixed to his certificate.

For copy of order see case of R. S. Regar

R. No. 324.
Oct., 1918.

REPORT OF RATINGS—CLERK EXAMINATION (DEPARTMENTAL). PROMOTION.

United States Civil Service Commission,
Washington, D. C. NOV 26 1918

SIR:

Following is the method of finding the average percentage of an examination: Multiply the rating of each subject by the relative weight of the subject, add the products, and divide the sum of the products by the sum of the relative weights. The quotient will be the average percentage.

The names of competitors who obtain an average percentage of 70 or more (or, if preferred soldiers or sailors, an average percentage of 65 or more) will be entered on the register of eligibles, with the average percentage obtained; but those whose average percentage is below 70 (or 65, if preferred soldiers or sailors) are ineligible to appointment. The period of eligibility for those who obtain an eligible average percentage is one year. *Only those competitors have right to a claim of preference who have been honorably discharged from the military or naval service by reason of disability resulting from wounds or sickness incurred in the line of duty.* (*See back of this sheet.*)

All examination papers are rated with great care, according to the published rules for rating, under a system which insures accuracy and absolute fairness, and all ratings are reviewed by examiners who take no part in the first rating. For this reason the average percentages of competitors whose papers are reviewed on appeal are seldom raised or lowered, but if any changes are made in the ratings the chances are that they will be against the competitors, because in the original ratings examiners are more likely to overlook errors than to overcharge them. Appeals will not be considered unless received within sixty days from the date of this notice.

In addressing the Commission always state the kind, date, and place of the examination to which you refer, the average percentage obtained, and your legal residence

Your ratings in the examination taken on 10/5/18, are as follows:

SUBJECTS.	Relative weights.	Ratings.
1. Spelling (first grade)	2	59
2. Arithmetic (first grade)	6	78
3. Penmanship (rated on letter writing)	3	74
4. Letter writing (first grade)	6	75
5. Copying and correcting manuscript (first grade)	3	76
Total	20	1486
Average percentage	E	7430

The number of persons whose names are ahead of yours on the register of the same State (District) established from this examination is ..... Unless you should be appointed sooner, your eligibility will expire .....

Very respectfully,

JOHN A. McILHENNY,
President.

To Myron D. Courgill,
208 Grant
Phenydale, Va

[OVER.]

INFORMATION FOR ELIGIBLES.

1. The Commission should be informed of any change of post-office address. A failure to do so may result in loss of appointment. All correspondence should give bona fide residence, kind of examination, date when taken, and the rating obtained.

2. The Commission should be advised immediately of any circumstances which affect the conditions as to salary or location, originally stated as satisfactory, under which appointment if tendered will be accepted. This will prevent delay in filling vacancies and avoid certifying eligibles to positions they can not accept.

3. Relative standing on any particular register is constantly changing by the addition or dropping of names with higher averages, by the restoration to the register of the names of persons who have declined appointment, etc. The average percentage obtained, and not the date of examination, determines the position of a name on the register.

4. The term of eligibility is one year from the date of entering the name on the register. The entry is usually made within a few days prior to the date of the notice of rating. Extension of eligibility is made only when the needs of the service require it, and then must apply to the entire list of eligibles. It is unnecessary to request extension of eligibility beyond the period of one year, since such action depends entirely upon the demands of the service, without regard to the desire of eligibles.

5. The entrance salary which an eligible is willing to accept affects his opportunity for certification, as the Commission will not usually certify an eligible for a position the salary of which is materially less than he signified his willingness to accept.

6. The Commission has no knowledge of vacancies that may occur in any branch of the service until requests for certification are received, and therefore can not express an opinion in regard to the prospects of an eligible for appointment.

7. When there is a vacancy to be filled the Commission is required, upon request of the appointing officer, to certify the names of the three persons standing highest on the proper register.

8. The appointing officer may select any one of the three names certified, and in the proper exercise of this discretion the Commission is not authorized to interfere.

9. Positions in the Executive Departments at Washington are in what is known as the apportioned service, certification to which must be made so as to maintain, as nearly as the conditions of good administration will warrant, the apportionment of appointments among the several States and Territories and the District of Columbia upon the basis of population.

10. For the purpose of certification to positions in most parts of the service outside of the District of Columbia the territory of the United States is arranged in districts, and certification confined to residents of the district in which the position is located.

11. An eligible can not be certified more than three times to the same department or office as the result of one examination.

12. An eligible may request in writing that his eligibility be suspended for a stated period within the term of eligibility, but such suspension will not extend the term of eligibility.

13. No applicant for examination will be allowed to change the designation of the position for which he applies after the date of closing the receipt of applications, and no eligible will be transferred to a register for a different position from that for which he has applied unless, to meet the needs of the service, the Commission deems it necessary to so transfer the names of all eligibles on the register for one position to the register for another position of the same grade for which there is an insufficient number of eligibles.

14. The appointment of a person whose name is on more than one register removes his name from all registers of the same or lower grade. Upon request in writing made during the term of eligibility, the name may be restored for the remainder of such term to the register or registers other than the one from which he received an appointment, except that appointment finally cancels all eligibility resulting from one and the same examination.

15. A person who passes in an examination will not be allowed reexamination for the same position, or for any position covered by the same examination, until approximately one year after the date of the former examination, whether or not the competitor has been three times certified. If, while a person is eligible, he is again examined for the same position approximately one year from the date of the former examination, and makes an eligible average, his name will be entered on the register resulting from the later examination on the same date with other eligibles, the new entry canceling the old. If an eligible average is not obtained, the former eligibility is not affected.

16. Appointment is made for a probationary period of six months, during which the conduct and capacity of the probationer are to be considered by the appointing officer to determine his fitness for retention in the service.

17. A person holding a position in the classified service will not be permitted to compete in an examination of the same kind as that given for the position occupied or of the kind which resulted in appointment in the service until after three years from the date of appointment, except that a person appointed from the stenographer or typewriter register may be examined for stenographer and typewriter without regard to this restriction.

18. Section 1754 of the Revised Statutes provides that persons honorably discharged from the military or naval service by reason of disability resulting from wounds or sickness incurred in the line of duty shall be preferred for appointment to civil offices, provided they are found to possess the business capacity necessary for the proper discharge of the duties of such offices. A person coming under this provision of law has the following advantages: (*a*) He is released from all age limitation. (*b*) He has to attain an average percentage of only 65 to be eligible, while for all others the required minimum is 70 per cent. (*c*) Having attained an average percentage of 65, his name is placed upon the register above, and is certified before all others who have not been allowed preference. (*d*) He is released from all laws relating to apportionment of appointments. If on the same register the names of more than one preference claimant appear, the name of the claimant having the highest average percentage will be placed at the head of the list.

19. Section 9 of the Civil Service Act provides that whenever there are already two or more members of a family in the classified service no other member of such family is eligible for appointment in that service. As ineligibilty may result from the appointment of some member or members of an applicant's family, prompt report of any such appointment must be made to the Commission. Eligibles are warned that they should not accept appointment contrary to this provision of law, and that if they are ineligible any expense incurred in reporting for duty or otherwise will be at their own risk.

20. Section 10, Civil Service Act, provides—

"That no recommendations of any person who shall apply for office or place under the provisions of this act, which may be given by any Senator or Member of the House of Representatives, except as to the character or residence of the applicant, shall be received or considered by any person concerned in making any examination or appointment under this act." R2

L.L.

Post Office Department

OATH OF OFFICE

Promotion.

UNITED STATES OF AMERICA, }
---------- } ss:

I, Myron G. Cowgill, having been ~~appointed~~* promoted to clerk class 1 ($1200) in the Office of the Postmaster General, effective December 1, 1918,

do solemnly swear (----------) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God. I do further solemnly swear (----------) that I will faithfully perform all the duties required of me, and abstain from everything forbidden by the laws in relation to the establishment of post offices and post roads within the United States; and that I will honestly and truly account for and pay over any money belonging to the said United States which may come into my possession or control. So help me God.

Myron G. Cowgill

Sworn to and subscribed before me, the subscriber, CHIEF CLERK, FOURTH ASSISTANT POSTMASTER GENERAL

for the ----------, this 14th day of Dec

A. D. 1918; and I also certify that to the best of my knowledge and belief, the person above named is above the age of sixteen years.

L M Dow

N. B.—The person who takes this oath should sign his name above the magistrate's certificate.

* Insert Clerk, or other employee (as the case may be).

NOTE.—This oath must be taken before a Justice of the Peace, Mayor, Judge, Notary Public, Clerk of a Court of Record competent to administer an oath, or any officer, civil or military, holding a commission under the United States; and if the oath is taken before an officer having an official seal, such seal should be affixed to his certificate.

38

For recommendation and copy of order see case of Henry C. Hyman

REQUEST FOR CERTIFICATION

POST OFFICE DEPARTMENT

Number 1393

Washington

December 12, 1918.

U.S.Civil Service Commission:

Please certify to this Department the names of the persons who are eligible for appointment to the following positions:

Number to be employed	Sex	Bureau or Office	Position	Salary
1	Male	Postmaster General	Clerk	$1120

Qualifications desired: Certify from clerk promotion register.

A/H 2779

(Signed) ROBERT MCARDLE

Chief Clerk.

S M D Cowgill

Rep't C & C 2/10/19

Form 1765.—(First sheet.)
DEPARTMENTAL.
Aug., 1914.

(CONFIDENTIAL.)

Certificate No. 2779

United States Civil Service Commission,

LLF Washington, D. C., Feb. 6, 1919.

Sir:

In response to your request No. 1393 of Dec. 12, for probational male eligible for appointment to 1 vac. existing in class $1120 per annum, Clerk-Promotion, Office of the Postmaster General, POST OFFICE DEPARTMENT certification is hereby made under the Civil Service Rules of the following-named eligibles: 86-1475

NAME.	STATE.	EXAMINATION.	GRADE.	No. of times previously certified.	POST-OFFICE ADDRESS.
Myron G. Cowgill	D.C.	(Promotion) Clerk	74.30		P.O.Dept.Bu. 4 ass't. P.M.G.Clerk D.,D.C.
No papers submitted.					

NOTE.—The foregoing names must be considered in groups of three on the basis of three certifications for each eligible. At least one selection should be made from each group before proceeding to the next, under Rule VII, section 1, paragraphs (*a*) and (*b*).

You are authorized to select and appoint one or more of the eligibles thus certified.

By direction of the Commission:

John D. Eagle

To the Postmaster General. Secretary.

The Commission requests that the examination papers sent with this certificate be promptly returned with the report of selection, in order that the eligibles not selected may not lose opportunity for appointment to other vacancies.

6—1855

COPY

February 13, 1919.

The Honorable

The Postmaster General.

Sir:

The commission has the honor to advise that the result of the clerk promotion examination for employees in the Post Office Department held October 9, 1918, is as follows:

Average	Name	Bureau or Office
	Eligible	
74.30	Myron G. Cowgill	4th Asst. P. M. G.
	Ineligible	
66.75	Martin K. Vance	Chief Clerk

A minimum average of 70 in the educational subjects combined is required for eligibility.

By direction of the Commission:

Very respectfully,

(Signed) Chas. M. Galloway.

Acting President.

POST OFFICE DEPARTMENT

In order to comply with the provisions contained in a Resolution passed by the House of Representatives, you will furnish the following information:

Name Myron G. Cowgill

Myron G. Cowgill
(Signature of Employee)

Bureau 4Ass't P. M. G.

Division Rural Mails

Date 6-16-19

Basic Salary $1200 oo

1. Outside of your position with the Post Office Department, are you employed in any other branch of the Government Service, legislative, executive or judicial, or by any person, firm or corporation outside of the Government Service? No. If so, give the name of the branch of such Government Service or person, firm or corporation by which you are so employed, the hours of service given to such employment, and the amount of compensation received by you per month in such employment in the space immediately following:

Name of Branch of Government Service or person, firm or corporation.	Hours of service, beginning and ending.	Monthly Compensation.

2. Have you a wife or husband, father, mother, sister or sisters, brother or brothers, child or children, in the employment of the Government? Yes. If so, give their names, relationship, the Department or service in which they are employed, their hours of service in such employment, and the amount of compensation which they receive per month, in the space immediately following:

Name of relative	Relationship	Department or service in which employed	Hours of service, beginning and ending	Monthly Compensati
Herman L. Cowgill	Brother	Gov't Printing Office	8 A.M. to 4:30 P.M.	Do not know.

OFFICE HOURS:
8 TO 10 A. M
3 TO 5 P. M.

TELEPHONE
FRANKLIN 720

DR. R. S. TRIMBLE
722 EIGHTEENTH STREET N. W.
WASHINGTON, D. C.

OFFICE OF THE CHIEF CLERK
RECEIVED
JAN 6 1920
POST OFFICE DEPT.

Jan 6. 1920.

This is to certify
that Myron E. Cowgill
is sick under my care
and unable to work
and I have ordered him
to stop work and
go to southern climate
at once

R. S. Trimble

(COPY)

Second Assistant Postmaster General

January 7, 1920.

Chief Clerk,
Second Assistant.

Mr. Joseph J. O'Donnell has been detailed to this division as a temporary uncertified employee for approximately eight months. He has a knowledge of stenography and typewriting, but because of his limited knowledge in that respect it has not been possible to use him in the capacity of stenographer. While he might in time develop into an efficient clerk, he appears to have limited ability and it is requested that the vacancy be filled by a permanent employee and clerk O'Donnell relieved or detailed elsewhere.

The vacancy should be filled before Mr. O'Donnell is released, if practicable, and it will be satisfactory to have the vacancy filled either by a stenographer and typewriter or by a clerk without such special qualifications.

(Signed) W. I. Denning,

General Superintendent.

Referred to C. C. P.O.D. approved. (S) E.R.White.

(Original filed in Mr. O'Donnell's case).

POST OFFICE DEPARTMENT
FOURTH ASSISTANT POSTMASTER GENERAL
WASHINGTON

January 13, 1920.

Chief Clerk,

Post Office Department.

It is urgently requested that this Bureau be furnished one file clerk, for assignment to the Division of Rural Mails vice M. C. Cowgill, absent from the 16th instant, on account of sickness.

I am informed that Mr. Cowgill's physician advises him to go South for a period of not less than sixty days and that he intends to leave on the 16th.

It will be absolutely necessary that a file clerk be assigned this Bureau during Mr. Cowgill's absence.

Chief Clerk.

Post Office Department

OFFICE OF THE CHIEF CLERK

Washington

January 24, 1920.

Memorandum

Mr. Joseph J. O'Donnell has this date been transferred from the Division of Railway Mail Service to that of Rural Mails.

July 13, 1920.

Fourth Assistant.

The records of this Office show that Mr. Myron G. Cowgill, an employee in the Division of Rural Mails, has been absent since January 16, 1920, on account of illness.

In order that the requirements of Paragraph 17, Postmaster General's Order No.3173, as follows:

> "When an employee has been absent for more than sixty days, and there is no probability of his immediate return to duty, he will be dropped from the rolls 'without prejudice.' Such employee, however, will be eligible for reinstatement at any time within one year from the date of separation from the service."

may be complied with, it is requested that you ascertain whether there is any probability of Mr. Cowgill's immediate return to duty.

(Facsimile) EDWARD MCARDLE

Chief Clerk.

116 S. Harrison Ave.
Middletown, Ohio,
July 21, 1920

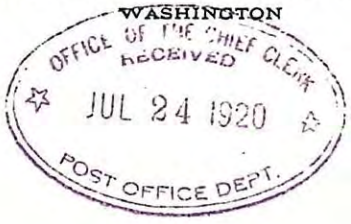
Mr. L. M. Dow,
Chief Clerk 4th Asst P.M.G.
Washington, D.C.

Dear Mr Dow: In reply to your letter of the 17th inst will say that I had been thinking of returning to the Department Sept 1st but could not get back before then. If the Department cannot consistently excuse me until then it will be satisfactory to drop me with out prejudice, or if you think best will resign. If I should decide to return Sept 1st would I be reinstated at same salary and same position? I thank you for notifying me relative to the order.

Trust this will be satisfactory.

Your Respectfully,
M. S. Dougill

POST OFFICE DEPARTMENT
FOURTH ASSISTANT POSTMASTER GENERAL
WASHINGTON



July 22, 1920.

Chief Clerk,

Post Office Department.

With reference to your inquiry of the 13th instant, concerning Myron G. Cowgill's return to duty, I submit for your information and such consideration and action as may be deemed appropriate, a communication from Mr. Cowgill addressed to me in response to your letter.

enc.1.

Dow

Chief Clerk.

Post Office Department

OFFICE OF THE CHIEF CLERK

Washington

April 4, 1921.

Mr. Myron G. Cowgill was this date reassigned from the Division of Rural Mails to that of the Private Secretary.

Regar

1

January 26, 1922.

Hon. Howard Sutherland,

United States Senate.

Dear Senator:

Remembering your interest in Mr. Myron G. Cowgill, as indicated by some old correspondence on file in this office, I am happy to inform you that Mr. Cowgill has been promoted from a total compensation of $1440 per annum to $1540 per annum, effective January 16, 1922.

With kindest regards and best wishes, I am,

Very sincerely yours,

(Signed) Will H. Hays

L.A.

Post Office Department

OATH OF OFFICE

Promotion

UNITED STATES OF AMERICA, } ss:

.....

I, Myron G. Cowgill, having been

~~appointed~~ * promoted to clerk at $1300 per annum in the Office of the Postmaster General, effective January 16, 1922.

do solemnly swear (.....) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God. I do further solemnly swear (.....) that I will faithfully perform all the duties required of me, and abstain from everything forbidden by the laws in relation to the establishment of post offices and post roads within the United States; and that I will honestly and truly account for and pay over any money belonging to the said United States which may come into my possession or control. So help me God.

Myron G. Cowgill

Sworn to and subscribed before me, the subscriber, a Notary Public for the D. C., this 23d day of Jan., A. D. 192V; and I also certify that to the best of my knowledge and belief, the person above named is above the age of sixteen years.

My Commission Expires March 19 1926.

Lafayette G. Buehler

N. B.—The person who takes this oath should sign his name above the magistrate's certificate.

* Insert Clerk, or other employee (as the case may be).

NOTE.—This oath must be taken before a Justice of the Peace, Mayor, Judge, Notary Public, Clerk of a Court of Record competent to administer an oath, or any officer, civil or military, holding a commission under the United States; and if the oath is taken before an officer having an official seal, such seal should be affixed to his certificate.

38 [illegible] Carl G. Dole

April 1, 1922.

Memorandum for Mr. Barrows, Chief Clerk, Third Assistant.

COWGILL, MYRON GARFIELD

Born:- Cold Stream, West Virginia, July 2, 1861

Legal Residence:- Carnegie, Pa., Allegheny County, 6th Congressional District.

Entered service:- May 9, 1910, as elevator conductor at $720 by transfer from Treasury Dept.

May 1, 1912 - Transferred; promoted to clerk class D ($900) Bureau of Fourth Assistant.

June 1, 1918 - Promoted to clerk class E ($1000) Bureau of the Postmaster General.

Dec. 1, 1918 - Promoted to clerk class 1 ($1200) Bureau of the Postmaster General.

Jan. 16, 1922 - Promoted to clerk at $1300. Bureau of the Postmaster General.

Effective this date, Mr. Cowgill was transferred from the Office of the Private Secretary to the Division of Registered Mails.

April 1, 1922.

Hon. W. Irving Glover,

Third Assistant Postmaster General.

Dear General:

In connection with the transfer of Myron G. Cowgill from the Office of the Postmaster General to the Division of Registered Mails, your Bureau, you are informed that Mr. Cowgill was appointed as elevator conductor at $720 per annum on May 9, 1910; May 1, 1912, transferred and promoted to clerk class D ($900); June 1, 1918, promoted to clerk class E ($1000); December 1, 1918, promoted to clerk class 1 ($1200), and January 16, 1922, promoted to clerk at $1300, his present position and salary.

Mr. Cowgill was born on July 2, 1881, in Cold Stream, West Virginia, but claims the state of Pennsylvania as his legal residence.

He is qualified as a file clerk.

Very sincerely yours,

Appointment Clerk.

JUL 1 - 1924

Mr. Myron G. Cowgill,
Through the Office of the
Third Assistant.

My dear Mr. Cowgill:

You are advised that, under the Classification Act approved March 4, 1923, your position has been allocated to Grade 3 of the Clerical, Administrative and Fiscal Service with a salary of $1560 per annum, effective July 1, 1924.

Sincerely yours,

(Signed) R. S. Regar.

Chief Clerk.

For recommendation and copy of order see case of IRVING GLOVER.

March 27, 1925.

Mr. Myron G. Cowgill,
Through the Office of the
Third Assistant.

My dear Mr. Cowgill:

I am glad to inform you that an order has been signed by the Postmaster General promoting you as clerk from $1560 to $ 1620 per annum in Grade 3 of the Clerical, Administrative and Fiscal Service in the Office of the Third Assistant Postmaster General, effective April 1, 1925.

Sincerely yours,

(Signed) R. S. Regar.

Chief Clerk.

For recommendation and copy of order see case of William C Wood

July 1, 1927.

Mr. Myron G. Cowgill.

My dear Mr. Cowgill:

I am glad to inform you that an order has been signed by the Postmaster General promoting you from $1620 to $1680 per annum in Grade 3 of the Clerical, Administrative and Fiscal Service, in the Office of the Third Assistant Postmaster General, effective July 1, 1927.

Sincerely yours,

(Signed) T. J. HOWELL

Chief Clerk.

For recommendation and copy of order see case of Harvey Lovejoy

July 1, 1927.

Hon. Howard Sutherland,

Alien Property Custodian.

My dear Mr. Sutherland:

Recalling your interest in Mr. Myron G. Cowgill, an employee of the Bureau of the Third Assistant Postmaster General, I am very glad to inform you that he has been promoted from a salary of $1620 to $1680 per annum, effective July 1st.

Very sincerely yours,

(Signed) R. S. Regar.

Third Assistant Postmaster General.

JUN 18 1928

Mr. Myron G. Cowgill:

Advanced under Act of May 28, 1928

$1680 $1740 3

JUL 1 1928

JUN 18 1928

Mr. Myron C. Cowgill.

Advanced under Act of May 28, 1928 $1740 $1800
3

JUL 1 1928

For recommendation and copy of order see case of Wm H. Pearson

January 31, 1930.

ORDER NO._____

Extension of temporary appointment

The temporary appointment of Helen B. McIntosh, clerk at $1440 per annum (CA&F 2) in the Office of the Third Assistant Postmaster General, is hereby extended for a period of not exceeding three months, from and including February 1, 1930.

Transfer within the Department

Frank J. Romph, clerk at $1620 per annum (CA&F 3), is hereby transferred from the Office of the Postmaster General to the Office of the Chief Inspector, effective February 1, 1930.

Transfer within the Department and reappointment

Myron G. Cowgill is hereby transferred and reappointed as clerk at $1800 per annum from Grade 3 of the Clerical, Administrative and Fiscal Service in the Office of the Third Assistant Postmaster General to Grade 4 of the Clerical, Administrative and Fiscal Service in the Office of the Postmaster General, effective February 1, 1930.

Employee retired

Elizabeth Moses, clerk at $1560 per annum (CA&F 2) in the Office of the Third Assistant Postmaster General, is hereby dropped from the rolls, effective January 31, 1930, on account of retirement. (Claim No. R-27710)

(Signed) Walter F. Brown,

Postmaster General.

Appt Clerk

L.a.

Post Office Department

OATH OF OFFICE

Transfer within Department and reappointment

United States of America,)
)ss
.....)

I, Myron G. Cowgill, having been transferred ~~appointed*~~ and reappointed to the position of clerk at $1800 per annum in Grade 4 of the Clerical, Administrative and Fiscal Service in the Office of the Postmaster General, effective February 1, 1930, -----

do solemny swear (.....) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God. I do further solemnly swear (.....) that I will faithfully perform all the duties required of me, and abstain from everything forbidden by the laws in relation to the establishment of post offices and post roads within the United States; and that I will honestly and truly account for and pay over any money belonging to the said United States which may come into my possession or control. So help me God.

Myron G. Cowgill

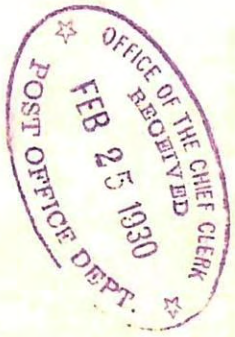
Sworn to and subscribed before me, the subscriber, Chief Clerk for the Post Office Department, this 4th day of February A. D. 1930; and I also certify that to the best of my knowledge and belief the person above named is above the age of sixteen years.

A. T. Davis

N. B.-The person who takes this oath should sign his name above the magistrate's certificate. *Insert Clerk, or other employee (as the case may be). Note.-This oath must be taken before a Justice of the Peace, Mayor, Judge, Notary Public, Clerk of a Court of Record competent to administer an oath, or any officer, civil or military, holding a commission under the United States; and if the oath is taken before an officer having an official seal, such seal shoul. be affixed to his certificate.

appt clerk

February 23, 1930.



Chief Clerk,

Post Office Department.

I have to report that Myron G. Cowgill of this office died February 23, 1930.

Very respectfully,

Earl Carbaugh

Clerk in Charge, File Room.

February 25, 1930.

ORDER NO._____

Reappointment - (Name changed by marriage)

Susan C. Kuhns is hereby reappointed to the position of clerk at $1680 per annum (CA&F 3) in the Office of the Fourth Assistant Postmaster General, effective March 1, 1930; her name having been changed by marriage from Susan C. Jones.

Resignation

The resignation of Mae E. Kranz, clerk at Headquarters, Division of Post Office Inspectors, at $2450 per annum in the Office of the Postmaster General, is hereby accepted, effective February 28, 1930.

Death

Drop from the rolls the name of Myron G. Cowgill, clerk at $1800 per annum (CA&F 4) in the Office of the Postmaster General, who died February 23, 1930.

(Signed) Walter F. Brown,

Postmaster General.

NAME Cowgill, Myron G. DEDUCTIONS COMMENCED Aug. 1, 1920 SEPARATED Feb. 23, 1930

FISCAL YR. 1921 2½%	FISCAL YR. 1922 2½%	FISCAL YR. 1923 2½%	FISCAL YR. 1924 2½%
$22.50 ✓	$31.15 ✓	$32.50 ✓	$32.50 ✓
FISCAL YR. 1925 2½%	**FISCAL YR. 1926 2½%**	**FISCAL YR. 1927 3½%**	**FISCAL YR. 1928 3½%**
$39.37 ✓	$40.50 ✓	$56.76 ✓	$58.80 ✓

NON PAY	FISCAL YR. 100%	FISCAL YR. 96½%	NON PAY	FISCAL YR. 100%	FISCAL YR. 96½%	MONTH	NON PAY	FISCAL YR. 100%	FISCAL YR. 96½%	NON PAY	FISCAL YR. 100%	FISCAL YR. 95½%
				150.00	144.75	JULY						
				150.00	144.75	AUG.						
				150.00	144.75	SEPT.						
				150.00	144.75	OCT.						
				150.00	144.75	NOV.						
				150.00	144.75	DEC.						
				150.00	144.75	JAN.						
			23D	115.00	110.97	FEB.						
						MAR.						
						APR.						
						MAY						
						JUNE						
				1165.00	1124.22	TOTAL						
$63.00			$40.78 ✓				$			$		

TOTAL DEDUCTIONS $417.86 ✓

No leave without pay during fiscal year 1930.

VERIFIED BY Hammett

Myron Garfield Cowgill

July 2, 1881 a clerk

Post Office Department,

Washington, D. C.,

February 23 30 death.

Mrs. Ada V. Cowgill

widow of the decedent.

No administrator to be appointed.

	Aug.	1	1920	June	30	1921	$22 50✓
	July	1	1921	June	30	1922	31 15✓
	July	1	1922	June	30	1923	32 50✓
	July	1	1923	June	30	1924	32 50✓
	July	1	1924	June	30	1925	39 37✓
	July	1	1925	June	30	1926	40 50✓
	July	1	1926	June	30	1927	56 76✓
	July	1	1927	June	30	1928	58 80✓
	July	1	1928	June	30	1929	63 00✓
Jun.30,1930	July	1	1929	Feb.	23	1930	40 78✓
							$417 86✓

MJH

None

March 1 30.

(Signed) A. T. DAVIS

Chief Clerk, Post Office Department.

(Signed) Alice B. Sanger

Personnel Officer,

Post Office Department.

P. Wiest's Sons

DEPARTMENT STORE

14-20 WEST MARKET ST.,

YORK PENNA.,

ESTABLISHED 1843.

SEP 6 - 1930

9/3/30

~~Postmaster~~ Appt Clk, P.O. Dept,

Washington

D.C.

Dear Sir,

Hearing to-day of the death of Marion Cougill 812 Richmond Ave. Kevin Springs and knowing he was employed in the Post Office of Washington would you kindly inform me if this statement is true.

I am a sister in law. of P. Wiest's Store.

Mrs. C. Glick
43 S. Penn

September 8, 1930.

Mrs. E. Dick,
43 South Penn Street,
York, Pennsylvania.

My dear Mrs. Dick:

In reply to your letter of September 3, 1930, addressed to the Washington, D. C., postmaster, you are informed that, according to the records of this Department, Mr. Myron G. Cowgill, a former employee, died February 23, 1930.

Sincerely yours,

(Signed) Alice B. Sanger

Personnel Officer.